

**DIETITIANS AFFILIATED CREDENTIALING BOARD  
TELECONFERENCE/VIRTUAL  
MEETING MINUTES  
May 25, 2016**

**PRESENT:** Scott Krueger, Tara LaRowe, Gail Underbakke

**EXCUSED:** David Joe

**STAFF:** Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Scott Krueger, Chair, called the meeting to order at 12:00 p.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Gail Underbakke moved, seconded by Tara LaRowe, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**Amendments to the Minutes**

- *Correct meeting date to September 23, 2015*

**MOTION:** Tara LaRowe moved, seconded by Gail Underbakke, to approve the minutes of September 23, 2015 as amended. Motion carried unanimously.

**ELECTION OF OFFICERS**

**BOARD CHAIR**

**NOMINATION:** Gail Underbakke nominated Scott Krueger for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

Scott Krueger was elected as Chair by unanimous consent.

**VICE CHAIR**

**NOMINATION:** Scott Krueger nominated Tara LaRowe for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Tara LaRowe was elected as Vice Chair by unanimous consent.

**SECRETARY**

**NOMINATION:** Gail Underbakke nominated David Joe for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

David Joe was elected as Secretary by unanimous consent.

<b>2016 ELECTION RESULTS</b>	
<b>Board Chair</b>	Scott Krueger
<b>Vice Chair</b>	Tara LaRowe
<b>Secretary</b>	David Joe

### **LIAISON APPOINTMENTS**

<b>2016 LIAISON APPOINTMENTS</b>	
<b>Screening Panel</b>	Scott Krueger, Gail Underbakke Alternate – Tara LaRowe
<b>Credentialing Liaison(s)</b>	Gail Underbakke Alternate – Scott Krueger
<b>Monitoring Liaison</b>	Tara LaRowe Alternate – Gail Underbakke
<b>Professional Assistance Procedure (PAP) Liaison</b>	Gail Underbakke Alternate – Tara LaRowe
<b>Administrative Rules Liaison</b>	Scott Krueger Alternate – Tara LaRowe
<b>Legislative Liaison</b>	Gail Underbakke Alternate – David Joe
<b>Office of Education and Examinations Liaison</b>	Tara LaRowe Alternate – Gail Underbakke
<b>Website Liaison</b>	David Joe Alternate – Tara LaRowe
<b>Travel Liaison</b>	Scott Krueger Alternate – Tara LaRowe

**MOTION:** Gail Underbakke moved, seconded by Tara LaRowe, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

### **DELEGATION MOTIONS**

#### ***Delegated Authority for Urgent Matters***

**MOTION:** Gail Underbakke moved, seconded by Tara LaRowe, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

***Delegated Authority for Application Denial Reviews***

**MOTION:** Tara LaRowe moved, seconded by Gail Underbakke, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

***Document Signature Delegation***

**MOTION:** Gail Underbakke moved, seconded by Tara LaRowe, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

***Credentialing Authority Delegations***

**MOTION:** Gail Underbakke moved, seconded by Tara LaRowe, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

**MOTION:** Tara LaRowe moved, seconded by Gail Underbakke, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Board or Board liaison review. Motion carried unanimously.

***Monitoring Delegation***

**MOTION:** Tara LaRowe moved, seconded by Gail Underbakke, to affirm the Chair's appointment of Tara LaRowe as the Monitoring Liaison, and Gail Underbakke as the alternate, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

***Travel Delegation***

**MOTION:** Gail Underbakke moved, seconded by Tara LaRowe, to authorize the travel liaison to approve all Board travel. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS – DISCUSSION AND  
CONSIDERATION**

**2015 Wisconsin Act 276 and Related Scope Statement**

**MOTION:** Gail Underbakke moved, seconded by Tara LaRowe, to approve the Scope Statement on ch. DI 2 relating to credentials for certification for submission to the Governor's Office and publication, and to authorize the Chair to approve the

scope for implementation no less than 10 days after publication. Motion carried unanimously.

**MOTION:** Tara LaRowe moved, seconded by Gail Underbakke, to authorize the Chair to serve as liaison to DSPS staff for drafting ch. DI 2 related to credentials for certification and approve the preliminary rule draft for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

**MOTION:** Tara LaRowe moved, seconded by Gail Underbakke, to authorize Tom Ryan to sign the approved Scope Statement on behalf of the Board Chair. Motion carried unanimously.

### **RATIFICATION OF CERTIFICATES**

**MOTION:** Gail Underbakke moved, seconded by Tara LaRowe, to delegate ratification of examination results to DSPS staff and ratify all certificates. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Tara LaRowe moved, seconded by Gail Underbakke, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:39 p.m.